

For opportunities in RHODE ISLAND STATE GOVERNMENT

DESCRIPTION OF POSITION	<p>POSITION: Programming Services Officer</p> <p>SALARY/PAY GRADE: \$50,318.00 - \$56,973.00 131A</p> <p>DIVION/SECTION/UNIT: Behavioral Health</p> <p>DEPARTMENT OR AGENCY: MHRH</p> <p>ASSIGNMENT(S) / COMMENTS: N/A</p> <p>SHIFT AND DAYS: Monday - Friday 8:30am - 4:00pm</p> <p>RESTRICTIONS/LIMITATIONS: N/A</p> <p>POSITION COVERED BY COLLECTIVE BARGAINING UNION AGREEMENT YES _____ NO <u>xxx</u></p> <p>NAME OF BARGINING UNIT UNION: N/A</p> <p>THERE IS A CIVIL SERVICE LIST FOR THIS POSITION YES _____ NO <u>xxx</u></p> <p>See instructions "A" and/or "B" in the section below for specific instructions if this job has a civil service list</p>								
GENERAL INFORMATION	<p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please submit a completed CS-14 Application Form and the RIEEO 378 Affirmative Action Card.</p> <p>Your Application MUST contain the following information:</p> <table border="0"> <tr> <td>1. The Title of the Position for which you are applying</td> <td>5. The Date that you entered State Service</td> </tr> <tr> <td>2. The Reference Position Number of this notice</td> <td>6. The Name of the Department where you are currently employed</td> </tr> <tr> <td>3. The Title of your current position</td> <td>7. Your Business telephone number</td> </tr> <tr> <td>4. The Date that you entered your current position</td> <td>8. Your Present Union affiliation ***</td> </tr> </table> <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that no civil service list exists for this position, you need not be in the class of position or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <ul style="list-style-type: none"> Reasonable Accommodation If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a Reasonable Accommodation, then the individual shall not be considered unqualified for the position. Medical information Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	1. The Title of the Position for which you are applying	5. The Date that you entered State Service	2. The Reference Position Number of this notice	6. The Name of the Department where you are currently employed	3. The Title of your current position	7. Your Business telephone number	4. The Date that you entered your current position	8. Your Present Union affiliation ***
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STATEMENT OF DUTIES	<p>DUTIES / RESPONSIBILITIES: The Programming Officer will assist the Administrator II of the Planning and Prevention Unit in the creation and coordination of grant proposals. This individual will be responsible for the development and creation of grants for the application of federal funding and programming for the Division of Behavioral Healthcare. This individual will also be part of the maintenance of grants. The individual in the position will have strong written and oral communication skills. The position is also responsible for reviewing and evaluating state and federal rules and law and will provide varied public duties. The ability to work well within a team of professionals is essential.</p>								
MINIMUM EDUCATION & EXPERIENCE	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</p> <p>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</p> <p>Such as may have been gained through: graduation from a college of recognized standing with specialization in business management, social sciences or a related field; and a management position within a public or private agency involved in the development, management, and operation of clinical service programs with strong experience in working with coordinating grant proposals and maintaining such proposals.</p>								
WHERE TO APPLY	<p>Apply within the application period as shown on this vacancy notice announcement. Bids submitted to the Hazard building will only be accepted between during normal office hours. This office does not assume responsibility for applications sent through the mail. Note: Some State union contracts allow a 3-day grace period for receipt of the CS-14 application or bid. Please send Resume or CS-14 Application to:</p> <p>Bernadette Koszela Implementation Aide Human Resource Management P.O. Box 8293 Cranston, RI 02920</p> <p>TELEPHONE # 401-462-2493 FAX # 401-462-6204 TDD # (Telecommunication Device for the Deaf)</p> 								